



Nishimachi International School Job Description

Job Title: K-9 Head of Department & Middle School Japanese Language/Social Studies Teacher
SY 2025-26

Responsible to: Principal (K-9), Middle School Assistant Principal & Elementary School Assistant Principal

Job Summary: **K-9 Japanese Language Head of Department:**

The Head of Department leads the development and delivery of the Japanese language curriculum across all grade levels, supporting both first and second language learners. This hybrid coaching/teaching role emphasizes inquiry-based instructional practices, teacher growth, and maintaining high teaching standards to meet the diverse needs of our international student body. The Head collaborates with the leadership team to align departmental goals with the school's strategic initiatives and engages faculty and students in all aspects of Japanese language learning, including reading, writing, listening, speaking, and cultural studies.

Middle School Japanese Language and Social Studies Teacher:

The teacher engages both first and second language learners in comprehensive Japanese language studies, including reading, writing, listening, speaking, and cultural exploration. Instruction is adapted to meet the varied needs of students, utilizing a Nishimachi-modified Monbukagaku-sho curriculum for advanced classes and a spiraled curriculum for others. The role requires flexibility, strong classroom management, and the ability to teach Japanese Social Studies, covering geography, history, and current issues.

Note: This is a hybrid position with a reduced teaching load.

QUALIFICATIONS

- Minimum two years in a leadership/department chair role or equivalent
- Minimum of four years full-time teaching position
- Current teacher registration
- Certification and/or experience in teaching Japanese language as well as second language learners
- Familiarity with the Monbukagaku-sho curriculum
- Minimum four year university degree; MA preferred
- Appropriate child protection certification or evidence of clearance

IDEAL CANDIDATES WILL...

- have deep experience with the *inquiry method* of learning and teaching
- be comfortable working with and leading a team, and be able to collaborate with both fellow Japanese and other subject area teachers
- have demonstrated leadership skills in change management
- have experience with and comfortably report with the Monbukagaku-sho curriculum, in the Middle School years in particular
- participate in data protocols, and use templates and tools to organize data

OUR TEACHERS HAVE....

- a genuine joy for working with the age group of students they teach
- a dedication to and excitement for the teaching profession and the growth of students
- a growth mindset about students, colleagues and themselves
- a commitment to personal and professional learning
- a desire to be involved in a variety of capacities to support our school community

Student Protection:



Aligned with the recommendations of the International Task Force on Child Protection, we hold ourselves to a high standard of effective recruiting practices with specific attention to student protection. All applicants for positions at Nishimachi are asked to provide/verify appropriate "student protection" or 'working with children' certification as part of their application.

Interested applicants should send a cover letter and resume in English and Japanese to Karen O'Neill, Head of School at koneill@nishimachi.ac.jp. Please apply by January 31, 2025.